



**Delaware Court Interpreter Program**  
**ORAL PROFICIENCY EXAM FOR COURT INTERPRETERS**  
**September 12-14, 2023, TESTING SCHEDULE**

The Administrative Office of the Courts of the State of Delaware will be offering the Court Interpreter Certification Oral Proficiency Examination in September 2023 in Wilmington. Testing is offered to those candidates that have attended Delaware's Orientation Seminar for Court Interpreter Candidates and who have successfully completed the Written Examination. Additionally, the Oral Examination is offered to all interpreters in the Court Interpreter Registry who have not scored at state certification levels. **All candidates should come prepared to take all three sections of the exam: sight, consecutive, and simultaneous.**

**TESTING DATES AND LOCATIONS**

Testing dates and locations are as follow:

**WILMINGTON: September 12 - 14, 2023**

Testing times for each date will be scheduled as registrations are received. Priority will be given to Delaware resident candidates.

**REGISTRATION FEE**

The test registration fee is **US\$ 300.00**. A **US\$ 35.00** fee will be assessed for returned checks. The registration fee is refundable only if a cancellation request is received prior to or on the registration closing date of **July 21, 2023**. The registration fee is non-refundable after the registration deadline and for candidates who do not appear at their scheduled time and location.

**REGISTRATION OPENING DATE**

Registration will open **July 1, 2023**.

**REGISTRATION CLOSING DATE**

Registrations will not be accepted after the registration closing date/deadline of **Jul 21, 2023**.

**WHAT HAPPENS AFTER YOU REGISTER?**

After the registration period is closed, you will receive a confirmation form with your test time, directions to the testing site and information about the check-in and testing procedure.

**REFUNDS**

Registration will not be refunded or postponed if you fail to appear for your exam, you arrive late, or cancel your registration after the deadline of July 21, 2023. The exception to this policy is if you are feeling sick at any time before the exam and need to cancel.

**Do not come to the courthouse if you are sick.** If you experience COVID-19 symptoms or experience another medical reason that would prevent you from taking the September test, you will be given the opportunity to register for the next available test or request a refund of your registration fee.

**COVID-19 GUIDELINES**

You will be required to follow all state and judiciary guidelines in effect. For example, if a face covering is required to enter the courthouse, you may need to wear your mask during the entire duration of the exam. Notices and important information can be found at <https://courts.delaware.gov/>.

**IDENTIFICATION**

When you appear for the test, you will be asked to present an official photo identification with the same name that appears in your registration form. Acceptable forms of identification include a driver's license, an official state identification card for unlicensed drivers, or a valid passport. Absent identification, the test will not be administered, and registration fee will not be refunded.

**PROHIBITED ITEMS**

Please read the List of Prohibited Items carefully. A copy is enclosed.

**Delaware Court Interpreter Program  
2023 Oral Proficiency Exam Registration Form**

**1. PERSONAL INFORMATION**

Please complete ALL fields and write legibly. Be sure to enter your name as it appears on your official documents (e.g., driver's license, state ID or passport) that you will be bringing to the test for identification.

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Social Security # Daytime Tel # Evening Tel. #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Email Address: \_\_\_\_\_

**TEST LANGUAGE:** \_\_\_\_\_ \*\*\*Candidates who wish to test in more than one language must complete a separate registration form and pay for each test separately. Exams may or may not be scheduled for the same date. \*\*\*

**2. DATE AND TIME**

Seating is limited. Please select a 1<sup>st</sup> and a 2<sup>nd</sup> choice by placing a number 1 by your first choice date and a number 2 by your second choice date. We will do our best to accommodate your first choice.

\_\_\_\_\_ September 12, 2023 in Wilmington; Leonard L. Williams Justice Center (New Castle Co. Courthouse)

\_\_\_\_\_ September 13, 2023 in Wilmington; Leonard L. Williams Justice Center (NCC Courthouse)

\_\_\_\_\_ September 14, 2023 in Wilmington; Leonard L. Williams Justice Center (NCC Courthouse)

**3. PRIOR TESTING** (you must **initial** the item that applies)

- \_\_\_\_\_ I **have** taken the \_\_\_\_\_ language Oral Proficiency Examination before, on (dates) \_\_\_\_\_ in the State of \_\_\_\_\_.
- \_\_\_\_\_ I **have not** taken the \_\_\_\_\_ language Oral Proficiency Examination previously.

**4. The test registration fee is \$300.00.** Please make check or money order payable to the State of Delaware. **A \$35.00 fee will be assessed for returned checks.** Registration fee is refundable only if cancellation request is postmarked by the deadline of July 21, 2023. **Registrations will not be accepted unless accompanied by the corresponding fee.**

**5. Please advise if any special accommodations are necessary.** \_\_\_\_\_

**6. Submitting your registration-** Please mail this completed registration and fee to the address below by the deadline of July 21, 2023. Please retain a copy of the registration form for your records.

**Administrative Office of the Courts  
405 N. King St., Suite 507  
Wilmington, DE 19801  
ATTN: Jennifer/Debbie- Oral Exam Registration**

*If you have any questions, please email [jennifer.figueira@delaware.gov](mailto:jennifer.figueira@delaware.gov) or call 302-319-8348.*

## **Court Interpreter Oral Proficiency Exam**

### **List of Prohibited Items**

Test takers are prohibited from bringing the following items into the examination room:

- Cell phones, smart phones, text messaging devices, personal digital assistants, or other electronic communication devices
- E-readers, tablet computers, laptops, or any type of computer
- Cameras, scanners, audio or video recording devices, or picture-taking devices
- Media players or radios
- Headphones, headsets, or listening devices (belonging to the examinee)
- Language translators
- Calculators
- Watches or other timepieces, smartwatches, or physical activity trackers
- Key fobs
- Firearms or weapons
- Alarms, electronic timers of any kind
- Rulers
- Briefcases, handbags, or backpacks of any kind
- Earplugs or earmuffs
- Hats and/or hoods (except religious apparel) may not be worn on the head
- Food or beverages (unless pre-authorized for medical reasons)